



IC Memorandum 12-41

To: KEHP Insurance Coordinators (ICs)
From: Department of Employees Insurance (DEI)
Re: Open Enrollment Clean Up Period
Date: October 29, 2012

This Memorandum is to clarify how to handle applications during the next several weeks.

As we stated in previous Memos, from now through Nov. 2 ICs should input Open Enrollment applications you have received for employees who do not participate in the cross-reference payment option. Also, Data Entry Workshops are available this week with computers and staff available to assist you with data entry in KHRIS. If you wish to attend a Workshop session please contact Stephaniec.may@ky.gov or julie.bassett@ky.gov.

The following applications should be **mailed** to DEI:

- All health applications and/or FSA applications for employees who participate in the cross-reference payment option
- Applications signed within the October 26 deadline, but received too late to enter by November 2.

Applications with a signature date after October 26 must go through the grievance process. Open Enrollment grievances should be submitted using the new [grievance form](#) at keh.ky.gov and the completed Open Enrollment application.

As we did last year, we are evaluating the number of FSA enrollments to determine if we should send letters allowing members who are currently enrolled in a healthcare of dependent care FSA and did not enroll, an additional opportunity to enroll. We will update you once the final decision has been made.

Please note: An Open Enrollment extension date of 10/28 to 11/02 will show on everyone's IT0378. However, that date is for DEI use only. ICs should not enroll anyone with a signature date between 10/28 and 12/15.

If you have any questions, please call DEI at 888-581-8834.

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: keh.ky.gov

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